

NOAC	Description	SF 50 Required	Page
301	Retirement: Disability		B-62
302	Retirement: Voluntary		B-63
303	Retirement: Special Option		B-64
304	Retirement: ILIA		B-65
312	Resignation: ILIA		B-66
317	Resignation		B-67
330	Removal		B-68
350	Death		B-69
352	Termination: Appointment in		B-70
353	Termination: Military		B-71
355	Termination: Expiration of Appointment		B-72
356	Termination: Involuntary		B-73
357	Termination		B-74
385	Discharge During Probation/Trial Period		B-75
390	Separation: Appointment In		B-76
430	Placement in Non-Pay Status		B-77
450	Suspension: NTE		B-78
452	Suspension: Indefinite		B-79
460	LWOP: NTE		B-80
462	LWP: NTE		B-81
471	Furlough		B-82
472	Furlough: NTE		B-83
473	LWOP: MIL		B-84
480	Sabbatical: NTE		B-85
500	Conversion to Career Appointment		B-86
501	Conversion to Career: Conditional Appointment		B-89
507	Conversion to Emergency Appointment		B-91
508	Conversion to Term Appointment: NTE		B-94
512	Conversion to Temporary Appointment: PER		B-97
515	Conversion to Appointment: NTE		B-100

NOAC: 462

Data Element Name	SRS Reference
Legal Authority Code: 1 Description 1	3.1.2.1.2 204
Legal Authority Code: 1 Description 2	3.1.2.1.2 204
Legal Authority Code: 2 Description 1	3.1.2.1.2 204
Legal Authority Code: 2 Description 2	3.1.2.1.2 204
LWP: NTE Date	3.1.2.1.3 318
NOAC Description 1	3.1.2.1.2 204
NOAC Description 2	3.1.2.1.2 204
SF 50: Required	3.1.2.1.1 121
SF 50: Signature Code	3.1.2.1.1 119

REPORT 401 UNION DUES REPORT

PAYROLL

PURPOSE: To provide information to be mailed to the applicable Union.

CONTENT: All active employees that are enrolled in payroll deduction for a union.

SEQUENCE: By Center, Union Code, Organization: Assigned, SSN
Separate report for each Center, Union.
Totals by Union. Page break by Center, Union.
Employee total by Union.

REPORT NO: 401	SUBJECT TO PRIVACY ACT OF 1974				PAGE:
SEQUENCE BY:	NASA PERSONNEL AND PAYROLL SYSTEM				DATE:
	INSTALLATION NAME				TIME:
	UNION DUES REPORT				
	(NAME (VARIABLE))				
	AS OF MM/DD/YY				
SSN	NAME	ORG	GRADE	STEP	UNION DUES DED AMT.
123456789	ORGANEE, MILLIE C.	ZZ123	07	6	6.19
AAAAAAAA	BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	CCCCC	DD	EE	F,FFF.FF
GG	HHHHHHHHHHHHHHHHHHHHHHHHHHHH				II,III.II
TOTAL NUMBER OF UNION EMPLOYEES:		J,JJJ,JJJ			

SUBJECT TO PRIVACY ACT OF 1974

- A. SSN
- B. Employee Name (Last, First, MI, Gen)
- C. Organization: Assigned
- D. Grade: Current
- E. Step
- F. Union Dues: B/W
- G. Union Code
- H. Union Name
- I. Total of Union Dues: B/W
- J. Total Number of Union Employees

- SELECTION CRITERIA:
- Includes all employees with the following criteria:
- Installation Code equals User Designated Center Code
 - Union Code not equal 0
 - Duty Status not equal 'Z'
 - Duty Status equal 'Z' and Termination Date greater than Pay Period Beginning Date
 - Installation code equals user designated center code

REPORT 423 INDIVIDUAL PAY RECORD

PURPOSE: To provide a complete, concise record of an employee's earnings and deductions for each pay period of the pay year.

CONTENT: All employees; user may select the report for a particular employee.

SEQUENCE: Selective by SSN, Name, Payblock: Processing & SSN or Payblock: Processing & Name.

REPORT NO: 423	SUBJECT TO PRIVACY ACT OF 1974															PAGE:								
SEQUENCED BY: PAYBLOCK, SSN	NASA PERSONNEL AND PAYROLL SYSTEM															DATE:								
	INSTALLATION NAME															TIME:								
	INDIVIDUAL PAY RECORD																							
	FOR PAY YEAR XXXX																							
	AS OF MM/DD/YY																							
SSN	PB NAME	ORG LOCATED	T&A CODE	DIST BIRTH	DATE OF BIRTH	HLTH CODE	ANNUAL SALARY	HOURLY RATE	OT RATE	FED EXEM	FED OPT	ST -EXEM-	RET CD	SERVICE COMP	DATE									
XXXXXXXXXX	XX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXX	XXXXX	99/99/99	XXX	999999.99	99.99	99.99	9	99	XXX 9	9	99/99/99										
PP	GDST	HRS	PAY	HRS	CD	PAY	GROSS PAY	TSP	RET	HIT	OASDI	TAX	CD	TAX	FED	--STATE--	FEGLI	FEHB	CFC	UN DUES	BONDS	OTH DED	TSP LOAN	NET
QQ	RRRR	SSSSS	TTTTTT	UUUUU	V	WWWWWW	XXXXXX	YYYYYY	ZZZZZ	&AAAA	&BBBB	&CCCC	&DD	&EEEE	&FFFF	&GGGG	&HHHH	&IIII	&JJJJ	&KKKK	&LLLL			
															UUUUU V WWWWWW									
QQ	RRRR	SSSSS	TTTTTT	UUUUU	V	WWWWWW	XXXXXX	YYYYYY	ZZZZZ	&AAAA	&BBBB	&CCCC	&DD	&EEEE	&FFFF	&GGGG	&HHHH	&IIII	&JJJJ	&KKKK	&LLLL			
															TTTTTTTT WWWWWW XXXXXXXX									
QQ	RRRR	SSSSS	TTTTTT	UUUUU	V	WWWWWW	XXXXXX	YYYYYY	ZZZZZ	&AAAA	&BBBB	&CCCC	&DD	&EEEE	&FFFF	&GGGG	&HHHH	&IIII	&JJJJ	&KKKK	&LLLL			
															CCCCCCC EEEEEEE									
															MMMMMMM									
1ST	&NNNNN	&O000	&PPPPPP	&QQQQQ	&RRRRR	&SSSSS	&TTTT	&UUUUU	&VVVVV	&WWWWW														
QTR	&XXXXX	&YYYYY	&ZZZZZ	/AAAA	/BBBBB	/CCCC	/DDDD	/EEEE	/FFFF															
QQ	RRRR	SSSSS	TTTTTT	UUUUU	V	WWWWWW	XXXXXX	YYYYYY	ZZZZZ	&AAAA	&BBBB	&CCCC	&DD	&EEEE	&FFFF	&GGGG	&HHHH	&IIII	&JJJJ	&KKKK	&LLLL			
															MMMMM									
QQ	RRRR	SSSSS	TTTTTT	UUUUU	V	WWWWWW	XXXXXX	YYYYYY	ZZZZZ	&AAAA	&BBBB	&CCCC	&DD	&EEEE	&FFFF	&GGGG	&HHHH	&IIII	&JJJJ	&KKKK	&LLLL			
															MMMMM									
QQ	RRRR	SSSSS	TTTTTT	UUUUU	V	WWWWWW	XXXXXX	YYYYYY	ZZZZZ	&AAAA	&BBBB	&CCCC	&DD	&EEEE	&FFFF	&GGGG	&HHHH	&IIII	&JJJJ	&KKKK	&LLLL			
															MMMMM									
QQ	RRRR	SSSSS	TTTTTT	UUUUU	V	WWWWWW	XXXXXX	YYYYYY	ZZZZZ	&AAAA	&BBBB	&CCCC	&DD	&EEEE	&FFFF	&GGGG	&HHHH	&IIII	&JJJJ	&KKKK	&LLLL			
															MMMMM									
2ND	&NNNNN	&O000	&PPPPPP	&QQQQQ	&RRRRR	&SSSSS	&TTTT	&UUUUU	&VVVVV	&WWWWW														
QTR	&XXXXX	&YYYYY	&ZZZZZ	/AAAA	/BBBBB	/CCCC	/DDDD	/EEEE	/FFFF															
QQ	RRRR	SSSSS	TTTTTT	UUUUU	V	WWWWWW	XXXXXX	YYYYYY	ZZZZZ	&AAAA	&BBBB	&CCCC	&DD	&EEEE	&FFFF	&GGGG	&HHHH	&IIII	&JJJJ	&KKKK	&LLLL			
															MMMMM									
QQ	RRRR	SSSSS	TTTTTT	UUUUU	V	WWWWWW	XXXXXX	YYYYYY	ZZZZZ	&AAAA	&BBBB	&CCCC	&DD	&EEEE	&FFFF	&GGGG	&HHHH	&IIII	&JJJJ	&KKKK	&LLLL			
															MMMMM									
QQ	RRRR	SSSSS	TTTTTT	UUUUU	V	WWWWWW	XXXXXX	YYYYYY	ZZZZZ	&AAAA	&BBBB	&CCCC	&DD	&EEEE	&FFFF	&GGGG	&HHHH	&IIII	&JJJJ	&KKKK	&LLLL			
															MMMMM									
QQ	RRRR	SSSSS	TTTTTT	UUUUU	V	WWWWWW	XXXXXX	YYYYYY	ZZZZZ	&AAAA	&BBBB	&CCCC	&DD	&EEEE	&FFFF	&GGGG	&HHHH	&IIII	&JJJJ	&KKKK	&LLLL			
															MMMMM									
3RD	&NNNNN	&O000	&PPPPPP	&QQQQQ	&RRRRR	&SSSSS	&TTTT	&UUUUU	&VVVVV	&WWWWW														
QTR	&XXXXX	&YYYYY	&ZZZZZ	/AAAA	/BBBBB	/CCCC	/DDDD	/EEEE	/FFFF															
QQ	RRRR	SSSSS	TTTTTT	UUUUU	V	WWWWWW	XXXXXX	YYYYYY	ZZZZZ	&AAAA	&BBBB	&CCCC	&DD	&EEEE	&FFFF	&GGGG	&HHHH	&IIII	&JJJJ	&KKKK	&LLLL			
															MMMMM									
QQ	RRRR	SSSSS	TTTTTT	UUUUU	V	WWWWWW	XXXXXX	YYYYYY	ZZZZZ	&AAAA	&BBBB	&CCCC	&DD	&EEEE	&FFFF	&GGGG	&HHHH	&IIII	&JJJJ	&KKKK	&LLLL			
															MMMMM									
QQ	RRRR	SSSSS	TTTTTT	UUUUU	V	WWWWWW	XXXXXX	YYYYYY	ZZZZZ	&AAAA	&BBBB	&CCCC	&DD	&EEEE	&FFFF	&GGGG	&HHHH	&IIII	&JJJJ	&KKKK	&LLLL			
															MMMMM									
QQ	RRRR	SSSSS	TTTTTT	UUUUU	V	WWWWWW	XXXXXX	YYYYYY	ZZZZZ	&AAAA	&BBBB	&CCCC	&DD	&EEEE	&FFFF	&GGGG	&HHHH	&IIII	&JJJJ	&KKKK	&LLLL			
															MMMMM									
4TH	&NNNNN	&O000	&PPPPPP	&QQQQQ	&RRRRR	&SSSSS	&TTTT	&UUUUU	&VVVVV	&WWWWW														
QTR	&XXXXX	&YYYYY	&ZZZZZ	/AAAA	/BBBBB	/CCCC	/DDDD	/EEEE	/FFFF															
															SUBJECT TO PRIVACY ACT OF 1974									
EMP	/GGGGG	/HHHH	/IIIIII	/JJJJJ	/KKKKK	/LLLLL	/MMMM	/NNNNN	/OOOOO	/PPPPPP														
TOTAL	/QQQQQQ	/RRRRRR	/SSSSSS	/TTTTT	/UUUUUU	/VVVVV	/WWWWW	/XXXXX	/YYYYY															
															PAYBLOCK BB TOTALS									
															/ZZZZZZZ \AAAAAAA \BBBBBBBB \CCCCCCC \DDDDDDD \EEEEEEEE \FFFFFFF \GGGGGGG \HHHHHHHH \IIIIIIII \JJJJJJJJ \KKKKKKK \LLLLLLL \MMMMMMM \NNNNNNNN \OOOOOOO \PPPPPPP \QQQQQQQ \RRRRRRR									
															CENTER TOTALS									
															\SSSSSSS \TTTTTTT \UUUUUUUU \VVVVVVV \WWWWWWW \XXXXXXXX \YYYYYYY \ZZZZZZZ *AAAAAAA *BBBBBBBB *CCCCCCC *DDDDDD *EEEEEEE *FFFFFFF *GGGGGGG *HHHHHHH *IIIIIII *JJJJJJJ *KKKKKKK									
															SUBJECT TO PRIVACY ACT OF 1974									

See Next Page For Data Elements

Release 7.44 10/998 |

REPORT 312 CREDIT HOURS REGISTER**PAYROLL**

PURPOSE: To provide a report on credit hours to be used by the payroll office for reference and by the center organizations to manage credit time.

CONTENT: Flexible time employees with credit hours balance.

SEQUENCE: By Organization:Assigned, Employee Name with page breaks by Organization:Assigned.
Totals by Organization:Assigned and Center.

REPORT NO: 312		SUBJECT TO PRIVACY ACT OF 1974										PAGE:
SEQUENCE BY:		NASA PERSONNEL AND PAYROLL SYSTEM										DATE:
		INSTALLATION NAME										TIME:
		CREDIT HOURS REGISTER										
		PERIOD ENDING MM/DD/YY										
02	245761298 SMITH, JOHN J.	CC211	24.00	16.00	24.00	8.00	24.00	8.00	16.00	8.00		
AA	BBBBBBBBB	CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	D	E	F	G	H	I	J	K	L	
ORGANIZATION =====>			DDDDD		M	N	O	P	Q	R	S	

SUBJECT TO PRIVACY ACT OF 1974

A. Pay Block: Processing
 B. SSN
 C. Employee Name(Last, First, MI, Gen)
 D. Organization: Assigned
 E. Credit Hours: PYCO
 F. Credit Hours: Earned B/W
 G. Credit Hours: Earned YTD
 H. Credit Hours: Used B/W
 I. Credit Hours: Used YTD
 J. Credit Hours: Forf B/W
 K. Credit Hours: Forf YTD
 L. Credit Hours: Balance
 M. Organization Total of F
 N. Organization Total of G
 O. Organization Total of H
 P. Organization Total of I
 Q. Organization Total of J
 R. Organization Total of K
 S. Organization Total of L

SELECTION CRITERIA:
 Includes all employees with the following criteria:
 - Installation code equals user designated center code
 - Duty Status not equal 'Z'
 - Credit Hours: Used B/W greater 0 or
 Credit Hours: Earned B/W greater 0 or
 Credit Hours: Forf B/W greater 0 or
 Credit Hours: Balance greater 0

REPORT 118

NON-PERSONNEL ACTION CASH AWARDS MASTER LISTING

PAYROLL

PURPOSE: To provide a cumulative listing of all non-personnel action cash awards.

CONTENT: All non-personnel action cash awards.

SEQUENCE: Center, Award Recipient SSN, Award Recipient Name.

REPORT NO: 118		SUBJECT TO PRIVACY ACT OF 1974										PAGE:	
SEQUENCED BY:		NASA PAYROLL AND PERSONNEL SYSTEM										DATE:	
		INSTALLATION NAME										TIME:	
		NON-PERSONNEL ACTION CASH AWARDS MASTER LISTING											
		AS OF MM/DD/YY											
												A	
NAME/ADDRESS/SSN		PAYMENT	EMP	CASE	PR	Y A	GROSS	FED	STATE/CITY	OASDI	HIT	NET	D
		DATE	TYP	NUMBER	NUMBER	P T	AWARD	TAX	TAX ID	AMT	DEDUCT	AWARD	J
-----		-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA		BB/BB/BB	C	DD-DDDDDD	EE-EEEE	F G	HHHHHH.HH IIIII.II	JJJ	KKKK.KK	NNNN.NN	OOOO.OO	PPPPPP.PP	Q
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RRRRRRRRRRRRRRRRRRRRRRRRRRRRRR		BB/BB/BB	C	DD-DDDDDD	EE-EEEE	F G	HHHHHH.HH IIIII.II	JJJ	KKKK.KK	NNNN.NN	OOOO.OO	PPPPPP.PP	Q
SSSSSSSSSSSSSSSS TTT UUUUUUUUU									LLL	MMMM.MM			
VVV-VV-VVVV													
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA		BB/BB/BB	C	DD-DDDDDD	EE-EEEE	F G	HHHHHH.HH IIIII.II	JJJ	KKKK.KK	NNNN.NN	OOOO.OO	PPPPPP.PP	Q
RRRRRRRRRRRRRRRRRRRRRRRRRRRRRR									LLL	MMMM.MM			
RRRRRRRRRRRRRRRRRRRRRRRRRRRRRR		BB/BB/BB	C	DD-DDDDDD	EE-EEEE	F G	HHHHHH.HH IIIII.II	JJJ	KKKK.KK	NNNN.NN	OOOO.OO	PPPPPP.PP	Q
SSSSSSSSSSSSSSSS TTT UUUUUUUUU									LLL	MMMM.MM			
VVV-VV-VVVV													
SUBJECT TO PRIVACY ACT OF 1974													

- A. Award Recipient Name (Last, First, MI, Gen)
- B. Award Payment Date
- C. Award Recipient Government Employee Indicator
- D. Award Case Number
- E. Award Procurement Request Number
- F. Award Type Code
- G. Award ICB Category Code
- H. Award Gross Amount
- I. Award Federal Tax Deduction Amount
- J. Award State Tax Code
- K. Award State Tax Deduction Amount
- L. Award City Tax Code
- M. Award City Tax Deduction Amount
- N. Award OASDI Deduction Amount
- O. Award HIT Deduction Amount
- P. Award Net Amount
- Q. Type of Adjustment to Net (+ equals positive, - equals negative, blank equals not an adjustment entry)
- R. Award Recipient Street Address (Line 2 suppressed if blank)
- S. Award Recipient City Address
- T. Award Recipient State Address
- U. Award Recipient Zip Address
- V. Award Recipient SSN

SELECTION CRITERIA:

Include all awards with the following criteria:

- Installation equals user designated center code

**LEAVE AND EARNINGS STATEMENT
REPORT 555, 1/2**

PYCO	N/A	221	N/A	243	Restored		260	261	262	PYCO	N/A	300	PYCO	N/A	323
Earn	222	223	244	245	Used Curr	263	264	265	266	Used	301	302	Earn	324	325
Used	224	225	246	247	Dontd Curr	267	268	269	270	Received	303	304	Used	326	327
RIC	226	227	248	249	Dotd Rtd Curr	271	272	273	274	Returned	305	306	Forf	328	329
Restricted	228	229	250	251	Balance		275	276	277	Balance		307	BAL		330
Donated	230	231	N/A	N/A	Expiration Date(s):	278	279	280							
Don Returned	232	233	N/A	N/A	COMPENSATORY (REG)			EXT COMP TIME		REL COMP TIME		TOA Time off Awd		MILITARY LEAVE	
Earned Bal	234		252		Desc	Curr PP	YTD	Curr PP	YTD	Curr PP	YTD	AWD	BAL	PYCO Days	331
Adv Balance	235		ADVANCED SICK		Earn	281	282	N/A	N/A	308	309	1	316	Used Ytd Dys	332
Unearned Adv	236		Adv YTD	253	Used	283	284	294	295	310	311	2	317	Used B/W Hrs	333
PT C/O Hrs	237		Used Cum	254	Forf	285	286	296	297	312	313	3	318	Balance	334
Use/Lose	238		Used Ytd	255	Stat Cut	287	288	N/A	N/A	N/A	N/A	4	319	OTHER LEAVE	
Use/Lose Date	239		Repaid Ytd	256	Paid	289	290	N/A	N/A	N/A	N/A	5	320	Desc	YTD
Leave Cat	240		Balance	257	Balance		291		298		314	6	321	Curr	336
Leave Ceiling	241		Exp Date	258	PYCO		292	U/L BY <u>342</u> NEXT PP		U/L BY <u>343</u> BY NEXT PP		NEXT EXP DATE:		AWOL	337
WEB ADDR:	242				U/L BY <u>341</u> NEXT PP		293	299		315		322		SUSP	400

Compensatory (Regular) Leave Section:

Number	Field Description	Data Description
281	Earn Curr PP	Earned Current Pay Period
282	Earn YTD	Earned Year to Date
283	Used Curr PP	Used Current Pay Period
284	Used YTD	Used Year to Date
285	Forf Curr PP	Forfeited Current Pay Period
286	Forf YTD	Forfeited Year to Date
287	Stat Cut Curr PP	Statutory Cut Current Pay Period
288	Stat Cut YTD	Statutory Cut Year to Date
289	Paid Curr PP	Paid Current Pay Period
290	Paid YTD	Paid Year to Date
291	Balance Curr PP	Year to Date Balance
292	PYCO	Prior Year Carry Over
293	U/L BY	Use or Lose Hours Before Pay Period Ending Date of this L&E + 28 days
341293	U/L BY NEXT PP:	Use or Lose Hours Before Next Pay Period Ending Date of this L&E + 28 days

Extended Compensatory Time (EXT COMP TIME) Section :

Number	Field Description	Data Description
294	Used Curr PP	Used Current Pay Period
295	Used YTD	Used Year to Date
296	Forf Curr PP	Forfeited Current Pay Period
297	Forf YTD	Forfeited Year to Date
298	Balance	Year to Date Balance
299	U/L BY	Number of Hours to Expire by Pay Period Ending Date of this L&E + 28 days
342299	U/LEXP BY NEXT PP:	Number of Hours to Expire by Next Pay Period Ending Date of this L&E + 28 days

Donated Leave Recipient (RECPT) Section:

Number	Field Description	Data Description
300	PYCO YTD	Prior Year Carry Over Year to Date
301	Used B/W	Used Current Pay Period
302	Used YTD	Used Year to Date
303	Received B/W	Received Current Pay Period
304	Received YTD	Received Year to Date
305	Returned Curr PP	Returned Current Pay Period
306	Returned YTD	Returned Year to Date
307	Balance YTD	Year to Date Prior Year Carry Over plus YTD Received minus YTD Used minus YTD Returned equals YTD Balance

Religious Compensatory Time Section:

Number	Field Description	Data Description
308	Earn Curr PP	Earned Current Pay Period
309	Earn YTD	Earned Year to Date
310	Used Curr PP	Used Current Pay Period
311	Used YTD	Used Year to Date
312	Forf Curr PP	Forfeited Current Pay Period
313	Forf YTD	Forfeited Year to Date
314	Balance	Year to Date Balance
315	U/L BY	Use or Lose Hours Before Pay Period Ending Date of this L&E + 28 days
343 45	U/L BY NEXT PP:	Use or Lose Hours Before Next Pay Period Ending Date of this L&E + 28 days

Time Off Award (TOA) Section:

Number	Field Description	Data Description
316	AWD 1 BAL	Award 1 Balance
317	AWD 2 BAL	Award 2 Balance
318	AWD 3 BAL	Award 3 Balance
319	AWD 4 BAL	Award 4 Balance
320	AWD 5 BAL	Award 5 Balance
321	AWD 6 BAL	Award 6 Balance
322	NEXT EXP DATE:	Expiration Date of 1st Award to Expire

Credit Hours Section:

Number	Field Description	Data Description
323	PYCO YTD	Prior Year Carry Over Year to Date
324	Earn Curr PP	Earned Current Pay Period
325	Earn YTD	Earned Year to Date

Release 7.42 ~~642~~/998

326	Used Curr PP	Used Current Pay Period
327	Used YTD	Used Year to Date
328	Forf Curr PP	Forfeited Current Pay Period
329	Forf YTD	Forfeited Year to Date
330	Balance	Balance Year to Date

Military Leave Section:

Number	Field Description	Data Description
331	PYCO Days	Prior Year Carry Over Days Based on Fiscal Year
332	Used Ytd Dys	Used Year to Date Days
333	Used B/W Hrs	Used Biweekly Hours
334	Balance	Year to Date Balance (in days)

REPORT 151

APPROVED ACTION NOT REQUIRING AN SF 50

PERSONNEL

PURPOSE: To notify individuals of personnel actions in lieu of an SF 50.

CONTENT: All personnel affected by NOAC 895.

SEQUENCE: Selective By Organization: Assigned, Employee Name or SSN or Employee Name

SUBJECT TO PRIVACY ACT OF 1974 NATIONAL AERONAUTICS AND SPACE ADMINISTRATION INSTALLATION NAME N									
LOCALITY PAYMENT									
NAME: A								SSN: B	
ORGANIZATION: D								DOB: C	
EFFECTIVE DATE: H									
NATURE OF ACTION CODE: E									
NATURE OF ACTION: F									
AUTHORITY CODE AND AUTHORITY: G O									
	PAY PLAN	GRADE/ STEP	BASIC PAY	LOCAL ADJUST	ADJUSTED BASIC PAY	OTHER PAY	TOTAL SALARY	PRD	
FROM:	GS	04/01	16,393.00	656	17,049.00	8032	25,081.00	P	
TO:	GS	04/01	16,393.00	1311	17,704.00	8196	25,900.00	P	
SALARY INCLUDES RETENTION ALLOWANCE OF \$							NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P70		
SALARY INCLUDES STAFFING DIFFERENTIAL OF \$							NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P71		
SALARY INCLUDES SUPERVISORY DIFFERENTIAL OF \$							NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P72		
SALARY INCLUDES AUO OF \$							NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P81		
SALARY INCLUDES SPECIAL PAY ADJUSTMENT FOR LAW ENFORCEMENT OFFICERS OF \$							NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P85		
SALARY INCLUDES A LOCALITY-BASED COMPARABILITY PAYMENT OF ____%							NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P92		
SPECIAL SALARY RATE EXCEEDS THE LOCALITY RATE OF PAY, SO EMPLOYEE RECEIVES NO LOCALITY PAYMENT							NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P93		
IGA ADJUSTED RATE OF PAY EXCEEDS THE LOCALITY RATE OF PAY, SO EMPLOYEE RECEIVES NO LOCALITY PAYMENT							NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P94		
SPECIAL ADJUSTED RATE FOR LAW ENFORCEMENT OFFICERS EXCEEDS LOCALITY RATE OF PAY, SO EMPLOYEE RECEIVES NO LOCALITY PAYMENT							NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P95		
IGA CONTINUED RATE OF PAY CONTINUES UNTIL ONE OF THE TERMINATING CONDITIONS OF 5 CFR 531.703(g) IS SATISFIED-i.e., THE EMPLOYEE'S DUTY STATION IS NO LONGER IN AN INTERIM GEOGRAPHIC ADJUSTMENT AREA; THE EMPLOYEE IS NO LONGER IN A POSITION COVERED BY A NATIONWIDE OR WORLDWIDE SPECIAL SALARY RATE; THE EMPLOYEE IS ENTITLED TO A HIGHER RATE OF PAY UNDER ANOTHER AUTHORITY; OR THE EMPLOYEE IS REDUCED IN GRADE.							NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P96		
ADJUSTED ANNUAL RATE OF PAY COMPUTED USING WORLDWIDE/NATIONWIDE SPECIAL RATES CONTINUES UNTIL THE EMPLOYEE IS NO LONGER IN A POSITION COVERED BY A WORLDWIDE/NATIONWIDE SPECIAL RATE IN AN IGA AREA OR UNTIL THE EMPLOYEE IS ENTITLED TO A HIGHER RATE OF PAY UNDER ANOTHER AUTHORITY							NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P96		
SALARY INCLUDES AVAILABILITY PAY OF \$							NOTE: PRINTED ONLY IF THE EMPLOYEE'S ACTION CONTAINS SF 50 COMMENT CODE P99		
NAME OF APPROVING OFFICIAL: K									
TITLE OF APPROVING OFFICIAL: L									
APPROVAL DATE: M									
AGENCY CODE: I									
PERSONNEL OFFICE ID (POI): J									
SUBJECT TO PRIVACY ACT OF 1974									

A. Employee Name (Last, Gen, First, MI)
B. SSN
C. Date Of Birth
D. Organization: Assigned
E. Nature of Action: Code
F. Personnel Action title

G. Authority Code 1 and Authority Description
H. Effective date
I. Agency Code: Employing
J. Personnel Office ID - Data value is found in
Personnel Control Table
K. Name (Approving Official)

L. Title (Approving Official)
M. Date (Approving)
N. Facility Name - derived from the Facility
table based on the value of Facility Code
O. Authority Code 2 and Authority Description
P. Pay Rate Determinant

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation code equal user designated center code
- Nature of Action code equal user designated Nature of Action code
- SF 50: Required equals 'N'
- Facility Code equals user designated facility code if entered

3.4.2 Installation-Unique Training System Deleted

NPPS shall provide a standard interface capability for receiving employee training transactions from an installation-unique training data system. Input data requirements shall consist of the following:

- ~~NOAC (995, 992 or 993)~~
- ~~SSN~~
- ~~Training: Academic Credit~~
- ~~Training: Completion Date~~
- ~~Training: Course Title~~
- ~~Training: Direct Cost Code~~
- ~~Training: Direct Cost Dollars~~
- ~~Training: Duty Hours~~
- ~~Training: Indirect Cost Code~~
- ~~Training: Indirect Cost Dollars~~
- ~~Training: Instructor/Instit~~
- ~~Training: Non Duty Hours~~
- ~~Training: Purpose~~
- ~~Training: Source~~
- ~~Training: Type~~

All training actions processed through this interface shall be immediately posted to the NPPS database. NASA Personnel field and relational edits found in core table TOPMMSG shall be performed for each transaction. NPPS shall provide a transaction report whenever actions are processed through this interface (Training Data System Standard Interface Report, Core Report 253; included in Appendix G).

TABLE J-1 PERSONNEL (PAGE 3 OF 3)

Acronym	Name	
TRTD	Random Test Design	
TRTDGRP	Random Testing Design Group	Local
TSALRANG	Salary Ranges	
TSALSTEP	Pay Rates	
TSF50BLK	SF 50 Block	Local
TSIGNAT	SF 50 Signature	Local
TSOURCE	Source of Training	
TSSRET	Social Security Retirement	
TSTPROG	Special Int Training	
TSUPIND	Supervisory Codes	
TSUPIND1	Supervisory Codes (CAPPS)	
TTENURE	Tenure Codes	
TTITLE	Titles Table	Local
TTRNDEV	Training Development	Local
TTRNTYPE	Training Type	
TTSPSEP	TSP Separation Codes	
TTSPSTAT	TSP Status	
TUNIONBU	Union Bargain Unit	
TVETPREF	Veteran Preference	
TVETSTAT	Veterans Status	
TWORKSCH	Work Schedule	

EXTERNAL INTERFACE TAPE SPECIFICATIONS

SOURCE DATA SPECIFICATIONS FOR U.S. TREASURY DEPARTMENT INTERFACE TAPES.....	N - TD - 1
EFT TAPE	N - EFT - 1
NON EFT TAPE	N - NONEFT - 1
SOURCE DATA SPECIFICATIONS FOR SOCIAL SECURITY ADMINISTRATION INTERFACE TAPES	N - SSA - 1
SOURCE DATA SPECIFICATIONS FOR USDA NATIONAL FINANCE CENTER INTERFACE TAPES	N - USDA - 1
SOURCE DATA SPECIFICATIONS FOR NEBA INTERFACE TAPES.....	N - NEBA - 1
SOURCE DATA SPECIFICATIONS FOR NATIONAL DIRECTORY OF NEW HIRES/CHILD SUPPORT ENFORCEMENT/HHS BIWEEKLY NEW HIRES FILE.....	N - NEWHIRE - 1
SOURCE DATA SPECIFICATIONS FOR NATIONAL DIRECTORY OF NEW HIRES/CHILD SUPPORT ENFORCEMENT/HHS QUARTERLY WAGES FILE.....	N - QWAGE - 1
SOURCE DATA SPECIFICATIONS FOR CALIFORNIA STATE QTD INTERFACE TAPES.....	N - CAQTD - 1
SOURCE DATA SPECIFICATIONS FOR ADMINSTAR INTERFACE ORGANIZATION	N - ADMIN - 1
PERSONNEL	N - ADMIN - 2
SOURCE DATA SPECIFICATIONS FOR FEDERAL RESERVE BANK- PITTSBURGH NDM DATASET	
BOND TAPE	N - BOND - 1

**SOURCE DATA SPECIFICATIONS FOR
ADMINSTAR INTERFACE ORGANIZATION**

Organization Data Record

Field				
Number	Length	Column	Source Data Field	Remarks
1	5	1-5	Org code	
2	4	6-9	Installation	
3	55	10-64	Description	

Personnel Data Record

Field				
Number	Length	Column	Source Data Field	Remarks
1	9	1-9	SSN	
2	22	10-31	Lastname	
3	12	32-43	Firstname	
4	1	44	Middle	
5	5	45-49	Installation	
6	10	50-59	Org Code	5 blanks + org code
7	10	60-69	Location	
8	1	70	Sex	
9	11	71-81	SSN	
10	10	82-91	Birthdate	
11	1	92	Ethnic Origin	
12	10	93-102	Mailcode	
13	1	103	Supervision Code '1'	
14	25	104-128	Blank	
15	25	129-153	Blank	
16	25	154-178	Blank	
17	25	179-203	Blank	
18	25	204-228	Blank	
19	25	229-253	Blank	
20	25	254-278	Blank	
21	25	279-303	Blank	
22	25	304-328	Blank	
23	25	329-353	Blank	
24	53	354-406	Blank	

NEBA Tape Data Record

Field Number	Length	Column	Source Data Field	Remarks
1	22	1-22	Last Name	
2	12	23-34	First Name	
3	1	35	Middle Initial	
4	3	36-38	Genealogical Suffix	
5	9	39-47	SSN	
6	2	48-49	Age	
7	7	50-56	Basic Coverage	N7
8	7	57-63	Spouse Coverage	N7
9	7	64-70	Optional Coverage	N7
10	6	71-76	Basic Deduction	N4.2
11	6	77-82	Spouse Deduction	N4.2
12	6	83-88	Optional Deduction	N4.2
13	6	89-94	Total Deduction	N4.2
14 format	8	95-102	LWOP Date	<u>YYYYMMDD</u> MM/DD/YY
15 format	8	103-110	Chapter Departure	<u>YYYYMMDD</u> MM/DD/YY
16	1	111	Smoker Flag	

NEBA Tape Installation Record

Field Number	Length	Column	Source Data Field	Remarks
1	2	1-2	Code	"##"
2	40	3-42	Installation Name	
3	8	43-50	Pay Period Date	<u>YYYYMMDD</u> MM/DD/YY
format				
4	30	51-80	Report Name	NEBA Biweekly Summary
5	31	81-111	System Name	NASA Personnel and Payroll System

**Social Security Administration (Pay-year-end) Tape
(Record Identifier = "A")**

Field Number	Length	Column	Source Data Field	Remarks
1	1	1	Record identifier	Always "A"; system generated
2	4	2-5	Year (Tax-year)	From workfile 8; Generated by BJS
3	9	6-14	INSTALLATION:FED TAX W2 ID	First nine numbers from the source field; dashes "-" are stripped out; left justified, zero fill right
4	1	15	Blank	
5	8	16-23	Blank	
6	50	24-73	INSTALLATION: NAME	From workfile 8, as loaded from BJS file. BJS file is loaded when runstreams are recreated or created.
7	4025	74-113	INSTALLATION: SSA ADDRESS	Spaces are compressed out of 2-line address.
8	25	114-138	INSTALLATION: ADDRESS	City
9	2	139-140	INSTALLATION: ADDRESS	State
10	8	141-148	Blank	
11	5	149-153	Blank	
12	5	154-158	INSTALLATION:ADDRESS	ZIP code
13	117	159-275	Blank	

Social Security Administration (Pay-year-end) Tape
(Record Identifier = "I")
(Page 2 of 2)

Field Number	Length	Column	Source Data Field	Remarks
25	1448	158	Blank	Always blank
26	11	159-169	System Calculated	Total HIT wages
27	1	170	Blank	Always blank
28	10	171-180	System Calculated	Total HIT deduction
29	95	181-275	Blank	Always blank

The "I" Records are subtotal records that are generated every 41 employee records or less for the last group of "W" employee records under each Employer Establishment Record "E."

Following each "E" Record will be one "W" Record for each unique SSN. Following each "W" record will be from zero to 12 "S" records (State, City, and County may each have a current and three former tax entities). "S" records generated for the same tax entity will be combined into one "S" Record.

Social Security Administration (Pay-year-end) Tape
(Record Identifier = "S")
(Page 1 of 2)

Field Number	Length	Column	Source Data Field	Remarks
1	1	1	Record identifier	Always "S"
2	9	2-10	SSN	
3	27	11-37	NAME: FIRST,MIDDLE,LAST,SUFF AWARD RECIPIENT FIRST NAME, AWARD RCPNT MIDDLE INITIAL AWARD RECIPIENT FIRST NAME, AWARD RCPNT GENEALOGICAL-SUFFIX	
4	40	38-77	ADDRESS: MAILING AWARD RECIPIENT STREET ADDRESS	Home street address
5	25	78-102	ADDRESS: MAILING AWARD RECIPIENT CITY ADDRESS	City
6	10	103-112	ADDRESS: MAILING AWARD RECIPIENT STATE ADDRESS	State
7	5	113-117	Blank	
8	5	118-122	ADDRESS: MAILING AWARD RECIPIENT ZIP ADDRESS	ZIP code
9	1	123	Blank	
10	2	124-125	FIPS numeric code	System generated
11	2	126-127	Blank	CC=CDR-century
12	64 12YY," YY=cur-yr	128-1334	Reporting period	<u>"12CCYY," YY=CDR-</u>
13	20	134-1532-154	18 zeros/2 spaces	System generated
14	64	154-159452-155	EOD: DATE	<u>MMCCYYMMYY</u> only
15	64	160-165456-159	TERMINATION DATE	<u>MMCCYYMMYY</u> only
16	5	166-170460-164	STATE TAX: CODE STATE TAX: FORMER CODE YTD	
17	12	171-182465-176	TAX-EMPR-ID	
18	6	183-188477-182	Blank	
19	2	189-190483-184	FIPS numeric code	Same as No. 10
20	9	191-199485-193	Calculated	State taxable earn
21	8	200-207494-204	Calculated	State tax W/H
22	10	208-217202-214	Blank	
23	1	218242	Tax Type Code	"C" = city, "D" = county

Social Security Administration (Pay-year-end) Tape
(Record Identifier = "S")
(Page 2 of 2)

Field Number	Length	Column	Source Data Field	Remarks
24	5	219-223 213-217	LOCAL TAX ENTITY: CODE CITY TAX: FORMER CODE YTD COUNTY TAX: FORMER CODE YTD	
25	9	224-232 218-226	Calculated	Local taxable
26	7	233-239 227-233	Calculated	Local tax W/H
27	36 42	240-275 234-275	Blank	

There will be one "S" record for each tax entity. If the tax entity is a STATE, then columns ~~208-202~~ - 275 will be blank or zeros as indicated by the fields. If the tax entity is a city or county, then columns 124 - 125 and columns ~~166-217~~~~160-211~~ will be blank or zeros as indicated by the fields.

The calculation for taxable income, field #20 above for state and field #25 above for city or county, will be calculated by adding the current and PCS earnings together, and then subtracting the TSP deduction associated with a particular STATE or LOCAL tax entity. An example of the formula is as follows.

(STATE TAX: ERNGS YTD + PCS: EARNINGS SUBJ STATE TAX YTD) - STATE TAX: TSP
CY DED YTD

An exception to this is for Pennsylvania (state code "PA") and Cleveland (city code "003"), which will not have the TSP deduction subtracted from taxable earnings.

An example of the formula for the withholding calculation is as follows.

STATE TAX: YTD + PCS: STATE TAX WITHHELD YTD

California State QTD Tax “Tape” Specifications

Appendix N

Tape	Density	Rec Size	Blk Size	Rec Type	LABEL
CAL QTD	6250	<u>517275</u>	<u>128006875</u>	FB	see JCL

Record Identifier	Remarks
<u>‘RE’</u> ‘E’	Employer Records; a separate <u>‘RE’</u> ‘E’ record for each California State account number a branch reported on the tape file. All <u>‘RS’</u> ‘S’ records associated with the <u>‘RE’</u> ‘E’ record must follow.
<u>‘RS’</u> ‘S’	Employee Records; the employee records are in SSN order. The employee name field has the surname first, as identified by a “name code” in the <u>‘RE’</u> ‘E’ record.
<u>‘RST’</u> ‘ST’	California State Total Record; this record contains totals from the preceding <u>‘RS’</u> ‘S’ records. This is the last record on the Tape.

An ‘RE’~~‘E’~~ record must have at least one ‘RS’~~‘S’~~ record.

California QTD State Tax Tape **(Record Identifier “RE”)**

Field Number	Length	Column	Source Data Field	Remarks
1	2 <u>4</u>	1-2	Record identifier	Always “ <u>RE</u> ”
2	37 <u>22</u>	3-39 <u>2-23</u>	Blanks	
3	57 <u>50</u>	40-96 <u>24-73</u>	Employer Name	Left justified, blank fill Hard coded (*)
4	22 <u>85</u>	97-118 <u>74-158</u>	Employer Location Address	Any additional address of employer info such as suite, floor, bldg. #, etc.
5	22 <u>4</u>	119-140 <u>159</u>	Employer Delivery Address	Street address or P.O. box # of employer
			Hard coded “S” for first	Left justified, blank fill Surname
6	22 <u>4</u>	141-162 <u>160</u>	Employer City	Employer city Left justified, blank fill
7	2	163-164 <u>161-162</u>	Employer State	Standard Pips Postal Abbreviation
			Blocking Factor	Hard coded “25” which needs to agree with the JCL
8	54 <u>13</u>	165-169 <u>3-275</u>	Zip Code	Valid Zip Code. If foreign Postal Codes, continue foreign Postal Code Positions 170-173 or blanks
9	4	170-173	Zip Code extension	Four digit extension of Zip Code or blanks
10	339	174-512	Blanks	Blanks

(*) NATIONAL AERONAUTICS SPACE ADMINISTRATION

California State QTD Tax “Tape” Specifications (Record Identifier “RS”)

Field Number	Length	Column	Source Data Field	Remarks
1	<u>2</u>	<u>1-2</u>	Record identifier	Always “ <u>RS</u> ”
2	<u>29</u>	<u>3-42</u>	State Code	State Code (Constant ‘D6’ for California)
3	<u>527</u>	<u>5-941</u>	Blank <u>PAY-SSN</u> <u>PAY-NAME-LAST</u> , <u>PAY-NAME-FIRST</u> <u>PAY-NAME-MI</u> , <u>PAY-NAME-SUFFIX</u>	Blank fill Spaces between name parts
4	<u>986</u>	<u>10-1838</u>	Social Security Number	Employee SSN - If not available, ‘I’ left justified
5	<u>152</u>	<u>19-33424</u>	Employee first name	Employee’s full first name, left justified, blank fill
6	<u>154</u>	<u>34-48426</u>	Employee middle name or initial	Employee’s middle
7	<u>204</u>	<u>49-68427</u>	Employee last name	Employee’s last name
8	<u>1264</u>	<u>69-194128</u>	Blank <u>Reporting Period</u>	Blank fill Program date algorithm uses system date. (no century)
9	<u>19</u>	<u>195432</u>	Wage Plan Code	Wage Plan Code - See page 32, Sect. E
			QTD-wages subj entered	Do not leave blank ZEROS
10	<u>124</u>	<u>196441</u>	Blanks	Blank fill
11	<u>642</u>	<u>197-202465</u>		Reporting period Last month of quarter being reported and 4 position year. Eg. 1 st qtr = ‘031999’ Left justified zero fill right, “805052090000” hard coded.
12	<u>118</u>	<u>203-213477</u>	Blanks	Blank fill
13	<u>349</u>	<u>214-247185</u>	Blanks	FRMR-ST-EARN-QTD(1-3) No negative amounts
			FRMR-ST-NPS-EARN-QTD(1-3) PCS: ERNGS-SUBJ-STATE-TAX-QTD PAY-QTD-STTX-EARN CA state tax.	No commas or decimals. Total earnings subj to
14	<u>8</u>	<u>248-255494</u>	State employer account number	State employer account number assigned by EDD. Total CA state withheld 7 digit account number followed by a check digit
			FRMR-ST-DED-QTD(1-3) PCS: STATE-TAX-WITHHELD-QTD PAY-QTD-STTX-DED	FRMR-ST-NPS-EARN-QTD(1-3)
15	<u>374</u>	<u>25602-25875</u>	Branch Code	Blank fill
16	<u>17</u>	<u>259-275</u>	Blanks	Blank fill

17	11	276-286	Quarterly Personal Income	Employees quarterly PIT wages
			Tax wages	(Total earnings subject to
			(State taxable wages)	CA state tax)
18	11	287-297	Quarterly Personal Income	Quarterly CA state tax
			Tax withheld	withheld
19	215	298-512	Blanks	Blank fill

California State QTD Tax “Tape” Specifications (Record Identifier “RST”)

Field Number	Length	Column	Source Data Field	Remarks
<u>1</u>	<u>32</u>	<u>1-32</u>	Record identifier	Always “ <u>R</u> ST”
2	1	3	Blank	
<u>23</u>	<u>7</u>	<u>4-10</u>	Total number “ <u>R</u> S” records	Calculated
<u>34</u>	<u>1</u>	<u>11</u>	Blank	
<u>45</u>	<u>2</u>	<u>12-13</u>	State Code	Always “06”
<u>56</u>	<u>1</u>	<u>14</u>	Blank	
<u>67</u>	<u>14</u>	<u>15-28</u>	<u>Quarterly UnemploymentZeros</u>	<u>Total of positions 203-</u>
<u>213</u>	<u>Numeric Field</u>		Insurance total wages	from “ <u>R</u> S” records
<u>78</u>	<u>1</u>	<u>29</u>	Blank	
<u>89</u>	<u>14</u>	<u>30-43</u>	<u>Quarterly personal income taxTotal CA taxes withheld</u> <u>wages by employees</u>	Sum of total tax wit (sum of field 174 on “ <u>R</u> S” Rec)
<u>940</u>	<u>1</u>	<u>44</u>	Blank	
<u>1044</u>	<u>147</u>	<u>45-584</u>	<u>CA state tax withheldZeros</u>	<u>Total of field 18 inNumeric Field</u> <u>record (Positions 287-297)</u>
<u>1142</u>	<u>1</u>	<u>592</u>	Blank	
<u>1243</u>	<u>7</u>	<u>60-6653-59</u>	<u>Month 1 employmentZeros</u>	<u>Total number of</u>
<u>employees</u>	<u>Numeric Field</u>		for employer	full and part time who received
<u>VI wages</u>				for pay period including 12 day of
<u>first month</u>				
<u>1344</u>	<u>1</u>	<u>6760</u>	Blank	Blank
<u>1445</u>	<u>7</u>	<u>68-7461-67</u>	<u>Zeros month 2 employment</u>	<u>Numeric Field same as field 12</u>
<u>except</u>			for employer	for 12 th day of month 2
<u>1546</u>	<u>1</u>	<u>7568</u>	Blank	Blank
<u>1647</u>	<u>14</u>	<u>7669-82</u>	<u>Month 3 employment for employerTotal Wages</u>	Same as field 12Sum (Sum of field 13 on “ <u>S</u> ” Rec) except for 12 and 5 day of month
<u>3</u>				
<u>1748</u>	<u>430493</u>	<u>83-512275</u>	Blank	Blank

Note: The “Numeric Field”’s above must be zero filled.

3.1.2.1.1-147

The capability shall be provided to set the SF 50 Comment Code equal to Y20 for a Firefighter (Occupational Code equal to 0081 and Tour of Duty: Uncommon Tour Hours not equal to zero) on all NOACs except accessions (1**, ***A), conversions (5**), and awards (815, 816, 872, 873, 874, 875, 876, 877, 878, 879, 885, 889, 987, 988, 989) with the variable in this remark set equal to the lesser of A or B.

A = $\text{EMPL-ADJSTD-BASIC-PAY-AMT} * .25$ rounded

B = (Salary for Pay Table GS1, Grade: Current 10, Step 1 * 1.%, where % = higher of the two locality rates found in TLOA) * .25 rounded

3.1.2.1.1-148

The capability shall be provided to set the SF 50 Comment Code equal to P92 with the variable contained in this remark set equal to the locality payment percentage if the NOAC is 895 and the Adjusted Basic Pay is equal to Basic Pay plus LOA percent.

3.1.2.1.1-149

The capability shall be provided to set the SF 50 Comment Code equal to P93 if the NOAC is 895; the Pay Rate Determinant is equal to 5, 6, E, F, or M; the Pay Table Indicator is equal to L or W; and the Adjusted Basic Pay is equal to the Special Salary Rate.

3.1.2.1.1-150

~~The capability shall be provided to set the SF 50 Comment Code equal to P94 if the NOAC is 895 and the Adjusted Basic Pay is equal to the Basic Pay plus LEO/IGA percent except when Occupational Code equals 1811 and Grade equals 3 through 10.~~

3.1.2.1.1-151

The capability shall be provided to set the SF 50 Comment Code equal to P95 if the NOAC is 895; the Pay Rate Determinant is equal to 5, 6, E, F, or M; the Occupational Code is equal to 1811; and the Adjusted Basic Pay is equal to Basic Pay plus LEO/IGA percent.

3.1.2.1.1-152

The capability shall be provided to set the SF 50 Comment Code equal to P96 if the NOAC is 895 and the Pay Rate Determinant changes from 5, 6, E, or F to M.

3.1.1 Personnel and Payroll

NPPS shall provide required processing that is substantially the same for the personnel and payroll functions. These processes and the required deviations to commonality between personnel and payroll are described in the following sections.

3.1.1.1 Suspended Transactions

NPPS shall provide the capability to suspend transactions prior to database update.

INPUTS

The inputs to the Suspended Transactions processes will be the personnel and payroll actions as described in Paragraphs 3.1.2.1 and 3.1.3.1.

PROCESSES

3.1.1.1-100

The capability shall be provided to collect and save each employee transaction with the exception of T&A reported hours ~~and training actions~~ for the purpose of applying (maturing) the transaction to the database at a future date.

3.1.1.1-101

The capability shall be provided to allow for multiple personnel transactions of different Nature of Action Codes (NOACs) to be suspended for the same employee whether or not those transactions have the same effective date.

3.1.1.1-102

The capability shall be provided to allow multiple payroll transactions of the same and different payroll action types (refer to Paragraphs 3.1.3.1) with the same effective date to be suspended for the same employee. When a previously suspended payroll transaction exists that is the same pay action type as the transaction currently being suspended, NPPS shall provide the capability to output an information message warning of possible duplication/contradiction.

3.1.1.1-103

The capability shall be provided for the user to specify the sequence in which personnel transactions shall be applied to the database for those actions with the same effective date for the same employee. Payroll transactions are not required to be sequenced for application.

TABLE 3.1.1.4.2-3 PAYROLL FUNCTIONAL PARAMETERS

Parameter Name	Definition	Source
Using Date (FEGLI Year)	Starting year to be used for FEGLI: Age recalculations (refer to Paragraph 3.1.1.2.2-200).	User
Mature Lock (Y/N)	"Y" to prevent personnel mature processing.	User
NEBA Year	Date to be used in NEBA calculation, NEBA Age = NEBA Year - Year of Employee's Birth - 1.	*Database/ User Override
TSP Effdate	Date used for TSP tape (Pay Date).	User
Payblock for Accessions	Payblock number that NPPS shall automatically assign to an accession at the time that it is matured.	User
Payroll Table Lock (Y/)	"Y" to stop table changes for pay computation process. NPPS shall not allow table changes when this field has a value of "Y."	*Database/ User Override
Payroll Data Lock (Y/)	Enter "Y" to stop Master File update after the final reports process has begun [(i.e., MER Modules and Payroll Mature (online and batch))].	*Database/ User Override
TSP Tape Seq	Sequence number which is increased by an increment of one each pay period during the production of the TSP tape.	*Database/ User Override
Tax Quarter	Calendar year quarter (blank, 1-4) will be blank until the last full pay period of the quarter, then it shall be set to a number which initiates the generation of the quarterly reports produced in the current pay period. The capability shall be provided to reset the value to blank.	*Database/ User Override
Pay Period	Pay period number (1-27). NPPS shall increment by one each pay period.	*Database/ User Override
Current Leave Period	Leave period number (1-27). NPPS shall increment by one each pay period.	*Database/ User Override
Current PP Beginning Date	Pay period start date (always a Sunday). NPPS shall set this value to the new pay period value each pay period.	*Database/ User Override
Month-to-Date (Y/N)	Indicate "Month-end" with "Y" and "Not Month-end" (i.e., off-month) with "N." NPPS shall automatically set and reset this value when the end of the month for pay is reached and passed.	*Database/ User Override
Current PP Ending Date	Thirteen days from the above PP starting date (always a Saturday). NPPS shall set this value to the new pay period value each pay period.	*Database/ User Override
Number of Leave Periods	Number of leave periods in the current year. NPPS shall set this value at the beginning of the leave year.	*Database/ User Override
Prior Leave Year Ending Date	Pay period ending date of the last leave period of the prior leave year. Used in the SF 1150 (Report 409).	*Database/ User Override

***Initial values must be entered at installation**